



**MONDAY, OCTOBER 3, 2016
MINUTES OF THE SPECIAL MEETING OF THE
SAN PASCUAL STABLES SUBCOMMITTEE
OF THE CITY OF SOUTH PASADENA**

CALL TO ORDER

A Special Meeting of the San Pascual Stables Subcommittee was called to order by Committee Chair Rosen on Monday, October 3, 2016, at 6:32 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

1. ROLL CALL

Present: Committee Member Steven Friedman, Vice-Chair Kay Findley, and Chair Ron Rosen.

Absent: Committee Members Daniel Kreinbring and Stephen Peters.

Other Officials and Staff

Present: Councilmember/City Council Liaison Richard D. Schneider, M.D., Mayor Pro Tem/City Council Liaison Michael A. Cacciotti, Community Services Director/Staff Liaison Sheila Pautsch, and Management Assistant/Recording Secretary Natalie Sanchez.

* Mayor Pro Tem/City Council Liaison Michael A. Cacciotti arrived at 7:08 p.m.

2. MINUTES FOR APPROVAL

MOTION BY VICE-CHAIR FINDLEY, SECOND BY COMMITTEE MEMBER FRIEMDAN, CARRIED 3-0, to approve the minutes of August 9, 2016 San Pascual Stables Subcommittee Regular Meeting, as amended.

3. PUBLIC PARTICIPATION

In response to Vice-Chair Findley's inquiry, Director Pautsch indicated the letter submitted by Joan Aguado, rider at the San Pascual Stables, does not need to be read out loud as it has been added to the record.

4. PRESENTATIONS

None.

ACTION/DISCUSSION

5. DISCUSSION OF THE SAN PASCUAL STABLES SUBCOMMITTEE NOVEMBER MEETING

Director Pautsch noted that due to Election Day, the Committee would need to reschedule their November 8, 2016 Regular Meeting.

Discussion ensued relative to possible dates in November.

Chair Rosen opened and closed the Public Comment period, there being no one desiring to speak on this item.

By consensus, the Committee agreed to convene a Special Meeting on November 21, 2016, at its regular time.

6. PROPOSAL RESULTS TO THE RFQ FOR AN EQUESTRIAN CONSULTANT

Director Pautsch provided an overview of the two proposals received in response to the Request for Qualifications (RFQ) for the San Pascual Stables equestrian consultant, from the following: Integrated Consulting Group, Inc. (ICG, Inc.) and Withers & Sandgren Landscape, Architecture and Planning (Withers & Sandgren).

The Committee discussed each respondents' qualifications in respective to the Areas of Focus in the RFQ, which are:

- Tour of the San Pascual Stables with the Subcommittee and staff, and assist with an evaluation of the existing conditions and operations.
- Tour of like Stables with the Subcommittee and staff to learn about possible other types of equestrian programs, classes and disciplines.
- Assist the Subcommittee in answering questions that arise from monthly meetings.
- Review the current lease to determine its effectiveness for the City for an equestrian center.
- Suggest operating models that will assist the Subcommittee with the future Request for Proposal for an operator when the current lease expires in April 2018.
- Assist in drafting the terms and conditions for an Equestrian Concessionaire Agreement.

In response to Committee Member Friedman, Director Pautsch stated the two firms will not be providing a presentation at this time.

In comparing the two fee schedules, Director Pautsch brought to the Committee's attention that ICG, Inc. utilizes a Senior Associate Consultant rated at \$225 per hour, while Withers & Sandgren's utilizes a Principal rated at \$150 per hour; indicated the Committee will need to recommend an hourly rate and a not-to-exceed amount to be taken to the City Council for approval.

Committee Member Friedman expressed concern that the Committee may select one consultant versus another, without knowing if it will meet the City Council's financial expectations.

Director Pautsch noted the Committee is to determine which consultant has the best qualifications to carry out the Areas of Focus.

Councilmember Schneider advised the Committee to focus more on the respondents' qualifications rather than financial factors.

Chair Rosen opined that ICG, Inc. seemed more qualified as they responded to the RFQ requirements and Withers & Sandgren did not seem to meet those requirements; noted although Withers & Sandgren are landscape architects, and experts in building parks and equestrian facilities, that is not what the Committee is seeking.

Vice-Chair Findley stated since Withers & Sandgren are experts in building equestrian facilities that they may be helpful to the Committee when touring and evaluating the Stables.

Committee Member Friedman opined Withers & Sandgren seemed qualified to serve as Project Managers for the development of a stables facility, however not to serve as a source of information in negotiating the lease.

Chair Rosen concurred with Committee Member Friedman, noting if the task at hand was to change the development of the facility, then Withers & Sandgren would be an appropriate choice; however, that is not part of the Areas of Focus.

Chair Rosen opened the Public Comment period.

Amy Hess, equestrian trainer at Hess Equine, opined it is not possible for either of the respondents to accurately advise the Committee when experience in operating an equestrian facility is lacking; inquired if it would be possible to extend the RFQ submittal deadline or add an additional consultant that is exclusively an equestrian consultant.

In response to Ms. Hess' inquiry, Director Pautsch noted that extending the deadline for the RFQ will only delay the process further.

There being no others desiring to speak on this item, the Public Comment period was closed.

Councilmember Schneider suggested before the Committee makes a final determination that Chair Rosen consult with the remaining Committee members not present.

By consensus, the Committee determined it would be best to postpone any decisions until all members are present.

MOTION BY VICE-CHAIR FINDLEY, SECOND BY CHAIR ROSEN, CARRIED 3-0, to agendaize discussion of this item "Proposal Results to the RFQ for an Equestrian Consultant" for the November 21, 2016 Special Meeting.

COMMUNICATIONS

7. CITY COUNCIL LIAISON REPORT

Mayor Pro Tem Cacciotti noted that the “South Paws-adena Dog Park” will be opening on November 5, 2016.

8. COMMITTEE MEMBERS REPORT

None.

9. STAFF LIAISON REPORT

None.

3. PUBLIC PARTICIPATION (Continued)

Melinda Blue, South Pasadena resident, and owner of property adjacent to the Stables, inquired if it would be possible for her and other members of the equestrian community to accompany the Committee and consultant in the Stables tour.

In response to Ms. Blue’s inquiry, Director Pautsch indicated the purpose of the tour is for the Committee members and the consultant to evaluate the facility on their own without any biased input hindering deliberation; noted it would also be a conflict of interest in case Ms. Blue or other members of the equestrian community were to submit a response for the Request for Proposal.

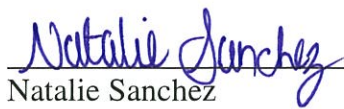
Chair Rosen encouraged Ms. Blue to submit any written opinions on the current operations of the Stables to the Committee for future consideration.

Committee Member Friedman stated public comment is welcomed as it is an opportunity for any member of the public to inform the Committee of any matters to be considered.

ADJOURNMENT

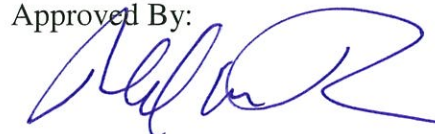
The Subcommittee adjourned at 7:14 p.m.

Respectfully Submitted:



Natalie Sanchez
Recording Secretary

Approved By:



Ron Rosen
San Pascual Stables Subcommittee Chair